



*THE 2004
STATE EMPLOYEES' FOOD DRIVE
COORDINATOR'S MANUAL*

NOVEMBER 15 – DECEMBER 17, 2004

FOODLINK



**2004 State Employees' Food Drive
Coordinator's Manual
Table of Contents**

	<u>Page</u>
2004 FOOD DRIVE GOALS.....	1
GENERAL INFORMATION.....	3
Web Page.....	3
How Does the Food Drive Work.....	3
Food Drive Contacts.....	4
Food Donations.....	4
Foodlink Distribution.....	5
PROCEDURES FOR MONETARY DONATIONS.....	7
Receipt For Donations.....	8
PROCEDURES FOR FOOD PICKUP.....	9
Food Pickup Forms.....	10
FINAL REPORT – DUE JANUARY 7, 2005.....	11
2003 RECAP.....	12
2003 FINAL REPORT.....	13

**STATE EMPLOYEES' FOOD DRIVE
2004 GOALS**

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>2003 CASH COLLECTED</u>	<u>2003 CASH CONVERTED TO POUNDS</u>	<u>2003 LBS OF FOOD RECEIVED</u>	<u>2003 TOTAL POUNDS COLLECTED</u>	<u>2004 GOAL OF FOOD IN POUNDS</u>
Agricultural Labor Relations Board	565.00	1,412.5	40.0	1,452.5	1,525
Board of Corrections	147.00	367.5	388.0	755.5	793
Board of Prison Terms	1,295.85	3,239.6	1,136.0	4,375.6	4,594
California Arts Council		0.0	144.0	144.0	151
California Community Colleges	3,740.00	9,350.0	260.0	9,610.0	10,091
California Conservation Corps		0.0	1,186.0	1,186.0	1,245
California Environmental Protection Agency		0.0	3,061.0	3,061.0	3,214
California Health and Human Services Data Center	714.00	1,785.0	600.0	2,385.0	2,504
California Highway Patrol	6,583.72	16,459.3	4,719.0	21,178.3	22,237
California Horse Racing Board	260.00	650.0	111.0	761.0	799
California Housing Finance Agency	215.00	537.5	767.0	1,304.5	1,370
California Managed Risk Medical Insurance Board	295.00	737.5	120.0	857.5	900
California Office of Traffic Safety	30.00	75.0	69.0	144.0	151
California Postsecondary Education Commission		0.0	47.0	47.0	49
California Public Employees' Retirement System	6,173.00	15,432.5	106,776.0	122,208.5	128,319
California Resources Agency	142.00	355.0	63.0	418.0	439
California Secretary of State	887.41	2,218.5	1,210.0	3,428.5	3,600
California State Controller	5,546.98	13,867.5	16,103.0	29,970.5	31,469
California State Lands Commission	3,679.89	9,199.7	117.0	9,316.7	9,783
California State Library		0.0	172.0	172.0	181
California State Senate, Senate Rules Committee	1,232.00	3,080.0	750.0	3,830.0	4,022
California State University, Sacramento	1,560.00	3,900.0	3,784.0	7,684.0	8,068
California Student Aid Commission	1,187.00	2,967.5	700.0	3,667.5	3,851
Commission on Peace Officer Stds & Training	245.00	612.5	257.0	869.5	913
Court of Appeal Third Appellate District	975.00	2,437.5	150.0	2,587.5	2,717
Department of Alcohol and Drug Programs	2,459.69	6,149.2	1,453.0	7,602.2	7,982
Department of Alcoholic Beverage Control	330.00	825.0	700.0	1,525.0	1,601
Department of Boating and Waterways	81.00	202.5	270.0	472.5	496
Department of Child Support Services	229.00	572.5	1,270.0	1,842.5	1,935
Department of Community Services and Development	1,422.00	3,555.0	259.0	3,814.0	4,005
Department of Conservation	1,723.26	4,308.2	1,186.0	5,494.2	5,769
Department of Corporations	314.35	785.9	307.0	1,092.9	1,148
Department of Corrections	3,266.80	8,167.0	6,399.0	14,566.0	15,294
Department of Education	7,261.21	18,153.0	2,844.0	20,997.0	22,047
Department of Fair Employment and Housing	0.00	0.0	864.0	864.0	907
Department of Finance	5,165.91	12,914.8	510.0	13,424.8	14,096
Department of Food and Agriculture	1,375.35	3,438.4	7,142.0	10,580.4	11,109
Department of Forestry and Fire Protection	1,048.00	2,620.0	796.0	3,416.0	3,587

AGENCY/DEPT/BOARD/COMMISSION	2003 CASH COLLECTED	2003 CASH CONVERTED TO POUNDS	2003 LBS OF FOOD RECEIVED	2003 TOTAL POUNDS COLLECTED	2004 GOAL OF FOOD IN POUNDS
Department of General Services	2,368.54	5,921.4	3,035.0	8,956.4	9,404
Department of Health Services	36,322.40	90,806.0	12,505.0	103,311.0	108,477
Department of Housing and Community Development	873.20	2,183.0	1,946.0	4,129.0	4,335
Department of Industrial Relations	233.00	582.5	950.0	1,532.5	1,609
Department of Justice	1,103.20	2,758.0	1,034.0	3,792.0	3,982
Department of Managed Health Care	102.00	255.0	630.0	885.0	929
Department of Mental Health	1,558.54	3,896.4	525.0	4,421.4	4,642
Department of Motor Vehicles	18,500.00	46,250.0	3,700.0	49,950.0	52,448
Department of Parks and Recreation	5,545.38	13,863.5	2,332.0	16,195.5	17,005
Department of Personnel Administration	1,519.00	3,797.5		3,797.5	3,987
Department of Real Estate	1,014.50	2,536.3	586.0	3,122.3	3,278
Department of Rehabilitation	590.00	1,475.0	705.0	2,180.0	2,289
Department of Social Services	6,100.00	15,250.0	2,810.0	18,060.0	18,963
Department of Transportation	2,093.00	5,232.5	7,518.0	12,750.5	13,388
Department of Veterans Affairs	400.00	1,000.0	4,161.0	5,161.0	5,419
Department of Water Resources	4,068.00	10,170.0	14,340.0	24,510.0	25,736
Emergency Medical Services Authority	155.00	387.5	100.0	487.5	512
Fair Political Practices Commission	1,456.00	3,640.0	220.0	3,860.0	4,053
Franchise Tax Board	15,079.25	37,698.1	12,130.0	49,828.1	52,320
Medical Board of California	389.00	972.5	800.0	1,772.5	1,861
Native American Heritage Commission		0.0	24.0	24.0	25
Office of Legislative Counsel	485.00	1,212.5	350.0	1,562.5	1,641
Office of Real Estate Appraisers		0.0	586.0	586.0	615
Office of Statewide Health Planning and Development	939.00	2,347.5	450.0	2,797.5	2,937
Office of the State Treasurer	435.00	1,087.5	800.0	1,887.5	1,982
State and Consumer Services Agency	45.00	112.5	45.0	157.5	165
State Board of Equalization	13,340.56	33,351.4	51,406.5	84,757.9	88,996
State Compensation Insurance Board	69.00	172.5	1,950.0	2,122.5	2,229
State Personnel Board		0.0	275.0	275.0	289
Stephen P. Teal Data Center	2,829.20	7,073.0	2,748.0	9,821.0	10,312
Victim Compensation and Government Claims Board	1,227.00	3,067.5	743.0	3,810.5	4,001
Cal Expo		0.0	1,610.0	1,610.0	1,691
Department of Consumer Affairs		0.0	106.0	106.0	111
California Health and Human Services Agency		0.0		0.0	100
California Office of Administrative Law		0.0		0.0	100
California State Teachers' Retirement System		0.0		0.0	100
California Youth and Adult Correctional Agency		0.0		0.0	100
Contractors State Licensing Board		0.0		0.0	100
Department of Aging		0.0		0.0	100
Department of Developmental Services		0.0		0.0	100
Department of Financial Institutions		0.0		0.0	100
Department of Youth Authority		0.0		0.0	100
Office of the Governor Office		0.0		0.0	100
Youthful Offender Parole Board		0.0		0.0	100
Unidentified		0.0	2197.0		
GRAND TOTALS	178,990.19	447,475.48	300,046.53	745,326.01	783,692

2004
STATE EMPLOYEES' FOOD DRIVE

GENERAL INFORMATION

WEB PAGE ADDRESS: <http://www.fooddrive.ca.gov>

If you would like to share information or post something on the web, please e-mail aeddy@cdfa.ca.gov.

Also, this manual and general updates on the food drive will be posted on the web.

HOW DOES THE FOOD DRIVE WORK:

1. Agency/Department Executive Staff select an enthusiastic representative to coordinate their drive.
2. Coordinators are asked to download the "Coordinator's Manual" from the above website. In addition, flyers are available for posting. Please e-mail your request to aeddy@cdfa.ca.gov.
3. Coordinators promote new and different ways of encouraging involvement to increase the amount of food and cash donated. Some ideas include:
 - ◆ Display decorated collection boxes around the various offices.
 - ◆ Hold a craft show.
 - ◆ Have a bake sale.
 - ◆ Place donation jars around so people can drop in their change.
 - ◆ Put on a silent auction with donated items.
 - ◆ Produce a talent show with the proceeds dedicated to the food drive.
 - ◆ Challenge another office or agency/department.
 - ◆ Have a book sale.
 - ◆ Have a rummage sale.
 - ◆ Have a white elephant sale.

Note: There are companies who are willing to donate goods/services, but in return want a tax write-off. Should any company request this, the Coordinator should contact Foodlink directly for the appropriate form.

4. Monetary contributions are tax deductible. MAKE CHECKS PAYABLE TO STATE EMPLOYEES' FOOD DRIVE (see page 7 for the instructions).
5. Certificates will be made available to the Coordinators for special presentations. Certificates should be requested via the Final Report. Plaques will be awarded to the agency with the highest "Total Contribution", the highest "Total per Employee" donation and "Most Improved".

6. "Total Contribution" amount is calculated as follows:
- a. Cash Contributions = Dollar Contributed x 2.5 (pounds of food)
 - b. Food Contributions = Total Food Pounds Collected
 - c. Total Contributions = Cash Contributions + Food Contributions
 - d. "Total per Employee" amount is calculated as follows: Total Contributions (Item 6c above) divided by Total Number of Employees.

FOOD DRIVE CONTACTS:

For more information, contact any one of the following

Statewide Coordinator:

Karen Johnson (916) 654-1020 kjohnson@cdfa.ca.gov

Team Members:

Andrea Eddy (916) 654-1020 aeddy@cdfa.ca.gov

California Emergency Foodlink:

Brenda Coker (916) 387-9000 ext. 122 brenda@cafoodlink.org

Agencies Located Outside Sacramento Area: Donations are still applied toward the State Employees' Food Drive. Contact California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

FOOD DONATIONS:

Foodlink has a limited number of food bins/barrels available for your use. Please contact Foodlink directly to make arrangements.

1. The best type of food for donations is non-perishable and highly nutritious. Foods that are recommended for donation include the following:

Canned Tuna	Peanut Butter	Canned Vegetables
Beans	Soup	Canned Fruit
Macaroni & Cheese	Canned Meats	Rice

2. **Baby food, dry and/or canned, and baby formula is always in demand.**

3. No open packages, open cans, open bottles, or home-canned foods are acceptable.

Large quantity donations of fresh fruits, vegetables, frozen foods, bulk foods, and bulk produce are welcome. Special arrangements will need to be made by the Food Drive Coordinator with the help of the Pickup Coordinator.

FOODLINK DISTRIBUTION:

All State Employees are encouraged to come to Foodlink to help sort all the food collected and give a helping hand during the holidays. Sort days and hours for this year will be:

When: 9:00 a.m. to 1:00 p.m. on: Friday, December 3, 2004
Friday, December 10, 2004
Friday, December 17, 2004

Where: Foodlink's Warehouse in Bay 12, located in the Depot Park off Florin Perkins Rd., south of Fruitridge Rd. (old Sac Army Depot)

Directions: From Highway 50, exit at Howe Ave./Power Inn Rd. and head south onto Power Inn Rd.
Take Power Inn Rd. south to Fruitridge Rd.
Turn left onto Fruitridge Rd.
Take Fruitridge Rd. to Florin Perkins Rd.
Turn right on Florin Perkins Rd.
The gate is to the right at the next light.

Please call Foodlink before showing up to volunteer. If you have any questions, please call Foodlink at (916) 387-9000 ext 122.

IN 2004, FOODLINK PROVIDED FOOD TO THE FOLLOWING AGENCIES/PROGRAMS IN THE GREATER SACRAMENTO AREA:

Alta Arden Villa	Hillsdale Baptist Church	St. Ignatius
Abundant Life Fellowship	Loaves and Fishes	St. Matthews
Antioch Progressive Baptist	Mather Dining Hall	St. Vincent de Paul Our Lady of Assumption
Bach Viet # 1	Mt. Calvary	St. Vincent de Paul Roseville
Bach Viet # 2	Mt. Olive Missionary Baptist Church	St. Vincent de Paul St. John's
Broadway Center	New Covenant Church of the Nazarene	Sunrise Christian
Capital Christian Center	New Life Project	Sutter View
Capital City SDA	North Highlands Food Ministry	Teen Challenge
Carmichael Presbyterian	North Sacramento First Baptist	TLC Soup Kitchen
Cathedral of Praise	Now Faith Church of Deliverance	Viet Nam Veterans of California
Center Point	Oak Park Community Center	Visions Unlimited
Central Downtown	Oak Park Food Locker	Volunteers of America Bell
Cesar Chavez After School Program	Orangevale SDA	Volunteers of America Cleveland
Chemical Dependency Center for Women	Orangevale Youth Center	William Land Villa
Citrus Heights Methodist	Paradise Manor	WIND Youth Center
Colonial Heights	Parkway Church of Christ	Women's Civic Improvement Center
Consumer Self Help	Phoenix Park	Zion Temple
Cordova Community Food Locker	Powerhouse Ministries	
Cordova Nazarene	Prince of Peace	<u>DMA SITES:</u>
Del Paso Food Locker	Quinn Cottages	DHA Coloma DHA Elk Grove
Delta Cove Senior Center	Radiant Life	DHA Florin (95822 & 95823)
Delta Food Bank	Rio Linda Parks and Recreation	DHA Folsom (95819 & 95670)
El Camino Baptist	River City Community Services	DHA Galt
Elk Grove Food Closet	River of Life	DHA Grand Oaks
Elk Grove United Congregation	Rusch Park Senior Nutrition	DHA North Highlands
Elverta Fire House	Sacramento Area Emergency Housing	DHA Oak Park
F.C. Joyce Elementary	Sacramento Police Athletic League	DHA Research
Filipino American Christ Fellowship	Senior Nutrition Services	San Juan High School
Freedom House	Sierra Arden	DHA Sienna Vista Family Resource
Galt Concilio	Sierra Vista	DHA White Rock
Gifted Healing Center	Sky Parkway Terrace	DHA 28th Street
Greater Grace	South Sacramento Christ Church	Foodlink Student Nutrition
Greenfair Towers	South Sacramento Interfaith Partnership	No. California Construction Training
Hagginwood Senior Center	Southgate SDA	Skills and Business Center
Hillhaven Community	Southpointe Christian	

PROCEDURES FOR MONETARY DONATIONS

Important: Funds collected for the Food Drive cannot be used to offset employees/department expenses (for example: reimbursement for mileage/gas). All funds collected must be applied to the Food Drive.

1. All monetary donations are used to purchase food items, in bulk, which are then distributed to the food providers. Donations of both cash and checks are very important to this program. Foodlink is able to maximize buying power through volume purchasing.
2. Receipts must be issued for monetary donations (cash/checks) of \$100.00 or more. All donations are tax deductible – an additional incentive for employees to donate money! A copy of a receipt is attached for your convenience or you may use a receipt book.
3. **ALL CHECKS** MUST BE MADE PAYABLE TO: STATE EMPLOYEES' FOOD DRIVE.
4. Each Food Drive Coordinator will be responsible for all monetary donations. As donations are received; the **Coordinator must convert all coins and small bills into larger denominations**. This can be done at any bank.
5. The National Guard and Foodlink pickup drivers **will not pick up checks or cash**.
6. Food Drive Coordinators are to make deposits at any Washington Mutual Bank. The account number is: 879-803-0892. Deposit slips are available by contacting Brenda Coker at California Emergency Foodlink at (916) 387-9000 ext. 122 or email at brenda@cafoodlink.org. The words "For Deposit Only" and the account number are to be written or stamped on the back of each check. At the end of the drive, please forward a **copy** of the deposit slip with your agency's name to Andrea Eddy. **In order to ensure that your agency/department is credited with the cash contribution, it is critical that Andrea receives a copy of the deposit slip(s) along with your final reports. You may mail or fax the copy of the deposit slip to:**

Andrea Eddy, Administrative Services
California Department of Food and Agriculture
1220 N Street, A-270 Sacramento, CA 95814
FAX: (916) 653-0206

Do not mail cash/checks, as we will not be able to account for undelivered or misdelivered packages.

Agencies located outside Sacramento area: Contact California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

7. For additional information regarding monetary donations, please contact Andrea Eddy at (916) 654-1020 or e-mail at aeddy@cdfa.ca.gov.
8. Each agency/department's **Final Report and copies of their cash deposit slips/receipts are due to Andrea Eddy** at the address shown above no later than **January 7, 2005**.

Receipt for your donation to the **2004 State Employees' Food Drive** in the amount

of \$_____ from _____
(Employee's Name)

Received by _____
(Food Drive Coordinator) (Date)

Foodlink's IRS# 68-0275330

Receipt for your donation to the **2004 State Employees' Food Drive** in the amount

of \$_____ from _____
(Employee's Name)

Received by _____
(Food Drive Coordinator) (Date)

Foodlink's IRS# 68-0275330

Receipt for your donation to the **2004 State Employees' Food Drive** in the amount

of \$_____ from _____
(Employee's Name)

Received by _____
(Food Drive Coordinator) (Date)

Foodlink's IRS# 68-0275330

PROCEDURES FOR FOOD PICKUP

Foodlink has a limited number of food bins/barrels available for the State Employees' Food Drive. To make arrangements for barrel delivery to your department, please contact:

Brenda Coker – Foodlink brenda@cafoodlink.org

Foodlink can provide the pickup and transportation services for donated food items for the agencies/departments to Foodlink. A 48-hour advance notice is preferred, but Foodlink will try to accommodate all calls. To schedule a pickup, please send your request via email to Brenda Coker at brenda@cafoodlink.org. Please be sure to include the following information:

Complete Department Name	Desired Pick Up Date
Street Address	Number of Boxes
Coordinator's Name	Approximate Food Weight
Telephone Number	Special Instructions
Fax Number	

All email requests will receive a confirmation return email. Agencies that prefer to deliver food items themselves may do so Monday through Friday, 7:00 a.m. to 3:00 p.m. It is requested that you call Foodlink in advance. (Brenda Coker 916/416-4818)

Agencies located outside Sacramento area: Contact California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

All goods donated will be weighed and logged in upon arrival at the warehouse by the Food Pickup Coordinator.

Food Drive Coordinators are to maintain accurate records of food donated and cash contributions for verification of the final food drive results. We suggest that you keep a copy of the Food Pickup emails for your records.

For ease in handling, collection boxes should be 2' x 1' x 1' or smaller. Copy paper boxes, file boxes and the like are recommended. Please keep the box of donated food in a secure area.

Establish a centralized ground level pickup point or coordinate pickups with other agencies. A centralized location is encouraged for large agencies with many office sites.

If a Coordinator expects a large bulk item to be donated, i.e., fresh produce, potatoes, etc., please contact Brenda Coker at Foodlink to make special arrangements. Perishable items that need refrigeration should be stored properly in office refrigerators if possible. Donations of live animals are not encouraged.

The Food Drive pickup period is November 15 through December 17, 2004. Arrangements can also be made for pickups in January upon special request.

FOOD PICKUP FORM

-MINIMUM 48-HOUR ADVANCE NOTICE-

Date:

Complete Department Name:

Street Address:

Coordinator's Name:

Email Address:

Phone Number:

FAX Number:

Desired Pickup Date:

Number of Boxes:

Approximate Food Weight:

Special Instructions:

FAX to:
State Employees' Food Drive
Foodlink
(916) 387-7046

Foodlink will call Coordinator
to confirm receipt of FAX
and pickup date/time.

FINAL REPORT

2004 State Employees' Food Drive

Department Name: _____

Department Coordinator: _____

Address: _____

Phone Number: _____ FAX Number: _____

1. Total number of employees in agency/department (this information will be used for the "per employee" tally). _____

Total food pounds: _____ Total Cash/Checks: \$ _____

2. Number of Certificates of Appreciation for the Dept. Food Drive Coordinator _____

Names (please type or print clearly):

Your comments/suggestions are appreciated for improvement of the process:

Please return the Final Report **by January 7, 2005** via FAX (916) 653-0206 or mail to:

Andrea Eddy, Administrative Services
California Department of Food and Agriculture
1220 N Street, A-270
Sacramento, CA 95814

Questions? Call Andrea Eddy (916) 654-1020

2003 RECAP STATE EMPLOYEES' FOOD DRIVE

A total of 78 State agencies, departments, and offices participated from throughout the greater Sacramento metropolitan area. The total of food donated was 300,047 pounds, and the total cash donation was \$178,990.

The food collected during the 2003 State Employees' Food Drive was distributed by the Foodlink in small amounts as needed to over 67 local agencies over a period of several months.

The money was used to buy bulk items, such as powdered milk, peanut butter, dry beans, rice, and ramen noodles, which are costly for the agencies to purchase on their own.

CALIFORNIA STATE EMPLOYEES' FOOD DRIVE
2003 FINAL REPORT
April 5, 2004

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>CASH COLLECTED</u>	<u>CONVERSION TO POUNDS</u>	<u>LBS OF FOOD RECEIVED</u>	<u>TOTAL POUNDS COLLECTED</u>
Agricultural Labor Relations Board	565.00	1,412.5	40.0	1,452.5
Board of Corrections	147.00	367.5	388.0	755.5
Board of Prison Terms	1,295.85	3,239.6	1,136.0	4,375.6
California Arts Council	0.00	0.0	144.0	144.0
California Community Colleges	3,740.00	9,350.0	260.0	9,610.0
California Conservation Corps	0.00	0.0	1,186.0	1,186.0
California Environmental Protection Agency	0.00	0.0	3,061.0	3,061.0
California Health and Human Services Data Center	714.00	1,785.0	600.0	2,385.0
California Highway Patrol	6,583.72	16,459.3	4,719.0	21,178.3
California Horse Racing Board	260.00	650.0	111.0	761.0
California Housing Finance Agency	215.00	537.5	767.0	1,304.5
California Managed Risk Medical Insurance Board	295.00	737.5	120.0	857.5
California Office of Traffic Safety	30.00	75.0	69.0	144.0
California Postsecondary Education Commission	0.00	0.0	47.0	47.0
California Public Employees' Retirement System	6,173.00	15,432.5	106,776.0	122,208.5
California Resources Agency	142.00	355.0	63.0	418.0
California Secretary of State	887.41	2,218.5	1,210.0	3,428.5
California State Controller	5,546.98	13,867.5	16,103.0	29,970.5
California State Lands Commission	3,679.89	9,199.7	117.0	9,316.7
California State Library	0.00	0.0	172.0	172.0
California State Senate, Senate Rules Committee	1,232.00	3,080.0	750.0	3,830.0
California State University, Sacramento	1,560.00	3,900.0	3,784.0	7,684.0
California Student Aid Commission	1,187.00	2,967.5	700.0	3,667.5
Commission on Peace Officer Stds & Training	245.00	612.5	257.0	869.5
Court of Appeal Third Appellate District	975.00	2,437.5	150.0	2,587.5
Department of Alcohol and Drug Programs	2,459.69	6,149.2	1,453.0	7,602.2
Department of Alcoholic Beverage Control	330.00	825.0	700.0	1,525.0
Department of Boating and Waterways	81.00	202.5	270.0	472.5
Department of Child Support Services	229.00	572.5	1,270.0	1,842.5
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Department of Conservation	1,723.26	4,308.2	1,186.0	5,494.2
Department of Corporations	314.35	785.9	307.0	1,092.9
Department of Corrections	3,266.80	8,167.0	6,399.0	14,566.0
Department of Education	7,261.21	18,153.0	2,844.0	20,997.0
Department of Fair Employment and Housing	0.00	0.0	864.0	864.0
Department of Finance	5,165.91	12,914.8	510.0	13,424.8
Department of Food and Agriculture	1,375.35	3,438.4	7,142.0	10,580.4
Department of Forestry and Fire Protection	1,048.00	2,620.0	796.0	3,416.0
Department of General Services	2,368.54	5,921.4	3,035.0	8,956.4
Department of Health Services	36,322.40	90,806.0	12,505.0	103,311.0
Department of Housing and Community Development	873.20	2,183.0	1,946.0	4,129.0
Department of Industrial Relations	233.00	582.5	950.0	1,532.5
Department of Justice	1,103.20	2,758.0	1,034.0	3,792.0
Department of Managed Health Care	102.00	255.0	630.0	885.0

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>CASH COLLECTED</u>	<u>CONVERSION TO POUNDS</u>	<u>LBS OF FOOD RECEIVED</u>	<u>TOTAL POUNDS COLLECTED</u>
Department of Mental Health	1,558.54	3,896.4	525.0	4,421.4
Department of Motor Vehicles	18,500.00	46,250.0	3,700.0	49,950.0
Department of Parks and Recreation	5,545.38	13,863.5	2,332.0	16,195.5
Department of Personnel Administration	1,519.00	3,797.5	0.0	3,797.5
Department of Real Estate	1,014.50	2,536.3	586.0	3,122.3
Department of Rehabilitation	590.00	1,475.0	705.0	2,180.0
Department of Social Services	6,100.00	15,250.0	2,810.0	18,060.0
Department of Transportation	2,093.00	5,232.5	7,518.0	12,750.5
Department of Veterans Affairs	400.00	1,000.0	4,161.0	5,161.0
Department of Water Resources	4,068.00	10,170.0	14,340.0	24,510.0
Emergency Medical Services Authority	155.00	387.5	100.0	487.5
Fair Political Practices Commission	1,456.00	3,640.0	220.0	3,860.0
Franchise Tax Board	15,079.25	37,698.1	12,130.0	49,828.1
Medical Board of California	389.00	972.5	800.0	1,772.5
Native American Heritage Commission	0.00	0.0	24.0	24.0
Office of Legislative Counsel	485.00	1,212.5	350.0	1,562.5
Office of Real Estate Appraisers	0.0	0.0	586.0	586.0
Office of Statewide Health Planning and Development	939.00	2,347.5	450.0	2,797.5
Office of the State Treasurer	435.00	1,087.5	800.0	1,887.5
State and Consumer Services Agency	45.00	112.5	45.0	157.5
State Board of Equalization	13,340.56	33,351.4	51,406.5	84,757.9
State Compensation Insurance Board	69.00	172.5	1,950.0	2,122.5
State Personnel Board	0.0	0.0	275.0	275.0
Stephen P. Teal Data Center	2,829.20	7,073.0	2,748.0	9,821.0
Victim Compensation and Government Claims Board	1,227.00	3,067.5	743.0	3,810.5
Cal Expo	0.00	0.0	1,610.0	1,610.0
Department of Consumer Affairs	0.00	0.0	106.0	106.0
Others	0.00	0.0	2,196.0	2,196.0
California Health and Human Services Agency	0.00	0.0	0.0	0.0
California Office of Administrative Law	0.00	0.0	0.0	0.0
California State Teachers' Retirement System	0.00	0.0	0.0	0.0
California Youth and Adult Correctional Agency	0.00	0.0	0.0	0.0
Contractors State Licensing Board	0.00	0.0	0.0	0.0
Department of Aging	0.00	0.0	0.0	0.0
Department of Developmental Services	0.00	0.0	0.0	0.0
Department of Financial Institutions	0.00	0.0	0.0	0.0
Department of Youth Authority	0.00	0.0	0.0	0.0
Governor's Office Of Planning & Research	0.00	0.0	0.0	0.0
Office of the Governor Office	0.00	0.0	0.0	0.0
Youthful Offender Parole Board	0.00	0.0	0.0	0.0
GRAND TOTALS	178,990.19	447,475.48*	300,046.53	747,522.01

***Note: Every dollar donated, equals 2 ½ pounds of food.**